

DP

# Diane Phillips

## Retail Office Manager

Retail Office Manager with eight years in store operations, inventory control, and staff scheduling.

## CONTACT



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LinkedIn | Portfolio



City, ST 12345

## EDUCATION

- A.S. in Business Management

City College, City, ST | May 2012

## PROFESSIONAL EXPERIENCE

**Office Manager** | TrendSetters Apparel, City, ST  
August 2015 - Present

- Oversee inventory system for five locations, reducing stock discrepancies by 50%
- Manage back-office payroll and scheduling for 40+ employees
- Implemented new POS reporting, improving sales-forecast accuracy by 20%

**Assistant Manager** | Urban Threads Outlet, City, ST  
June 2012 - July 2016

- Assisted in daily operations, including cash reconciliation and vendor ordering
- Trained floor associates in product knowledge